



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Financial Aid Student Assistant – Beaufort Mather Campus

The Financial Aid Student Assistant will assist staff, students, and community members by providing excellent customer service at the Welcome Desk in Building 2.

Job Duties:

- Assist students with appointment scheduling and appointment check-in
- Assist students with electronic form completion
- Scan and file all paper documents submitted using the College's document imaging system
- Answer any general financial aid questions and provide excellent customer service in person, via email, and phone

Special Skills Required:

- Excellent customer service skills required
- Attention to details
- Good computer skills and grasp of technology needed
- Ability to read and follow directions.

Federal Work Study position pay up to \$15 per hour and are approved to work a maximum of 15 hours per week.

If you are interested in applying for this position please complete the [Federal Work Study Application](#).

Supervisor: Lathea Fennell

Email: lfennell@tcl.edu